

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES
POLICY AND PROCEDURE DIRECTIVE

SUBJECT: MEDICATION STORAGE

NUMBER: NN-MM-07

Page 1 of 3

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APPROVAL: Rosalyn Reynolds {s}, Agency Director

I. PURPOSE

The purpose of this policy is to establish procedures for the storage of medications at Northern Nevada Adult Mental Health Services (NNAMHS).

II. POLICY

It is the policy of NNAMHS that all medications shall be properly stored and safeguarded.

III. DEFINITION

1. Storage – a supply or stock of medications for future use
2. High Alert Medications – drugs that bear a heightened risk of causing significant consumer harm when they are used in error.

3. FDA: Food and Drug Administration

IV. REFERENCES

1. NRS & NAC - 639 Pharmacists & Pharmacy
2. NRS & NAC - 453 Controlled Substances
3. NRS & NAC - 454 Poisons, Dangerous Drugs, & Hypodermics
4. NNAMHS Policy and Procedure Directive #NN-PC-SF-03 entitled, "Emergency Carts."
5. FDA Drug Inventory Record

V. PROCEDURE

1. All medication storage areas are an extension of the Pharmacy and must comply with pertinent Pharmacy statutes, regulations and policies and procedures.
2. All medications shall be stored in accordance with any environmental controls as recommended by the manufacturer.
3. Medications for external use will be stored separately from medications for internal use.
4. High Risk medications shall be stored separately from other medications in the pharmacy and shall be labeled as a high alert medication. All high risk products will be double checked before dispensing occurs to ensure accuracy and safety.
5. Controlled Substances
 - a. Controlled substances III-V in the outpatient pharmacy will be stored alphabetically by generic name among other dangerous drugs in the pharmacy.
 - b. Schedule II controlled substances will be locked in the outpatient pharmacy safe.
 - c. All controlled substances in the inpatient pharmacy will be stored in a locked cabinet.

- d. All controlled substances stored outside of the pharmacy will be kept under a double lock in a medication cabinet or a medication dispensing device.
 - e. Each shift all controlled substances stored in the unit medication cabinet or the medication cart shall be inventoried and verified and signed by two nurses.
The FDA Drug Inventory Record will be used for this purpose.
6. All medications will be stored outside the pharmacy in the container in which they were issued or in pharmacy prepackaged containers for unit use.
7. Storage of medications on nursing units
- a. Medications on nursing units will be secured in locked:
 - (i) medication unit dose cassettes
 - (ii) medication cabinets
 - (iii) medication refrigerators
 - (iv) emergency carts
 - (v) Automated dispensing cabinets
 - b. Ward stock medications used for treatments such as antacids may be kept in a locked medication room outside the medication cabinet.
8. Outdated medications will be:
- a. Sent to the pharmacy for disposal
 - b. Stored separately from other medications until the disposal process.
 - c. Inspected for on the nursing units at least monthly by the pharmacy but on a continuous basis by the nursing personnel.
 - d. Inspected for at least monthly by pharmacy personnel in the pharmacy.
9. Sound alike look alike medications will be flagged with an affixed visual warning to alert personnel of the similarities in the products.